

SPECIAL PROJECT PLANNING WORKSHEET

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NO.

1.	Activity, Event, Service Name:	
2.	Activity Goal:	
3.	Dates:	Begin: _____ End: _____ Begin: _____ End: _____
4.	Times:	Start: _____ Stop: _____ Start: _____ Stop: _____
5.	Location(s) where this activity, event or service will be held/provided:	
6.	Alternate locations or other contingencies:	
7.	Activity format:	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Competitions</div><div><input type="checkbox"/> Skills/Knowledge Sessions</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Trips and Outings</div><div><input type="checkbox"/> Voluntary Service</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Other _____</div><div></div></div>
8.	Anticipated attendance/participation numbers:	Maximum: _____
9.	Target Population/Audience Description:	
10.	Program Highlights:	
11.	Activity/Agenda Schedule:	

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12.	Restrictions:		
13.	Safety, sanitation, HAZMAT, health, and risk. (Is a "Hold Harmless" Agreement needed?)		
14.	Support Requirements (supplies, equipment, etc.)		
15.	Support Personnel (staffing numbers and positions):		
16.	Budget Breakdown: (accounting details of income & expense by RAMCAS or SAP Acct #s.)	Income: Acct # \$	Expense: Acct # \$
		Income \$ _____ - Expense \$ _____ = Profit/<Loss> \$ _____ .	
17.	Promotion/Publicity: (methods & needs)		
18.	Evaluation Plan:		
19.	Appropriate References		
20.	Other/Notes:		

SPECIAL PROJECT PLANNING WORKSHEET - TIME LINE

Task, Step, or Actions:	Assigned To:	Date/Time Due:	Actions To-Date:	Date/Time Completed:

NOTES: